

**BEDFORD PUBLIC LIBRARY
MEETING ROOM APPLICATION**

- Meeting rooms may be used by any Bedford cultural, civic, or educational non-profit group or organization. Any group not based in Bedford requesting use of a meeting room must show substantial connection to the Town through its stated mission, service area, or membership.

Event Date: _____

Meeting rooms are available during weekday operating hours: M-Th (9:00 a.m.-8:30 p.m.) and Fri (9:00 a.m.-5:00 p.m.)

Event Time: Begin: _____ End: _____

Room Time: Set up Start: _____ Clean up End: _____

Event Name: _____

Event Description: _____

Event Location: ___ McAllaster Room (seats 75) ___ Richmond Room (seats 20)

Estimated attendance: Adults _____ Youth (Under 18) _____

Youths must have an adult sponsor and one adult in attendance for every 10 young people present.

Would you like to have your event appear on the library's public events calendar on our Web site? Y/N _____
If yes, please provide contact name and telephone number _____

Applicant must be a Bedford Resident or Taxpayer aged 18 or over

Name of Organization: _____

Bedford based non-profit organization or not-for-profit organization Y/N _____

Address: _____

Web site: _____

Contact Name: _____ Contact Phone: _____

Address: _____ Email: _____

Having read the attached Meeting Room Policy, Patron Behavior Policy, and Children's Safety Policy, I agree to assume responsibility in fulfilling the requirements outlined for use of the meeting rooms. I understand that room set up and clean up is my responsibility.

Signature of applicant _____

Printed name of applicant _____

Equipment: Both meeting rooms are equipped with a wall-mounted screen and a ceiling-mounted LCD projector and wireless internet access. Additional equipment may be available with advance notice. Please do not plug in or unplug any cables from the LCD projector.

For library staff use only

Approved for the library by:

Date received:

Entered into calendar:

Confirmed with applicant: